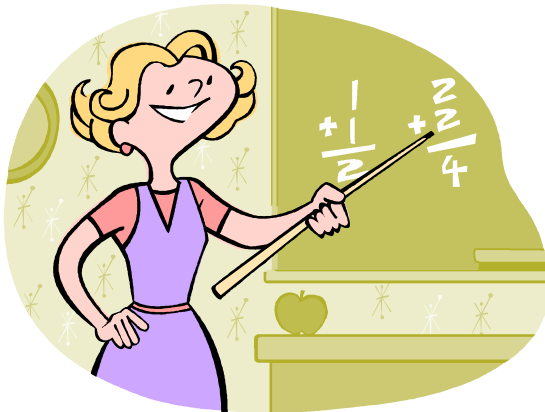




Tips for Trainers



Safety Day
May 24, 2005

Objectives

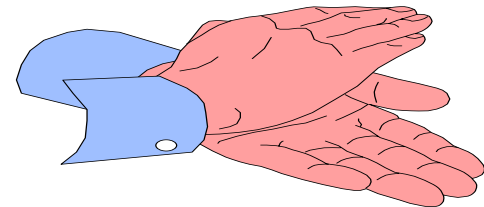
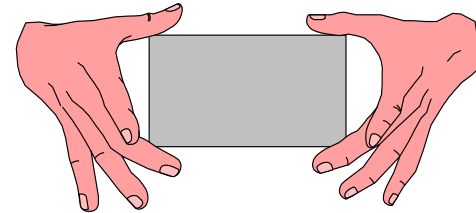
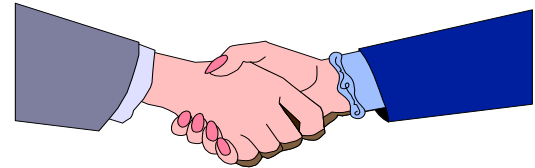
Participants will :

- ❖ **Learn the basics of a presentation**
- ❖ **Learn when and how to use common visual aids**
- ❖ **Describe tips for handling problem participants**
- ❖ **Use resources and tools to enhance presentation skills**

*Ready for
Tomorrow!*

Parts of Presentation

- **Beginning**
- **Body**
- **Conclusion (End)**



*Ready for
Tomorrow!*



Goals and Objectives

- **Goal – purpose and intent of the program, Who, What, Why**
- **Objective – results that the participants will be able to perform**
- **Remember – be SMART**



Relate like a PRO

- **Expectation**
- **Recognition**
- **Participation**
- **Application**



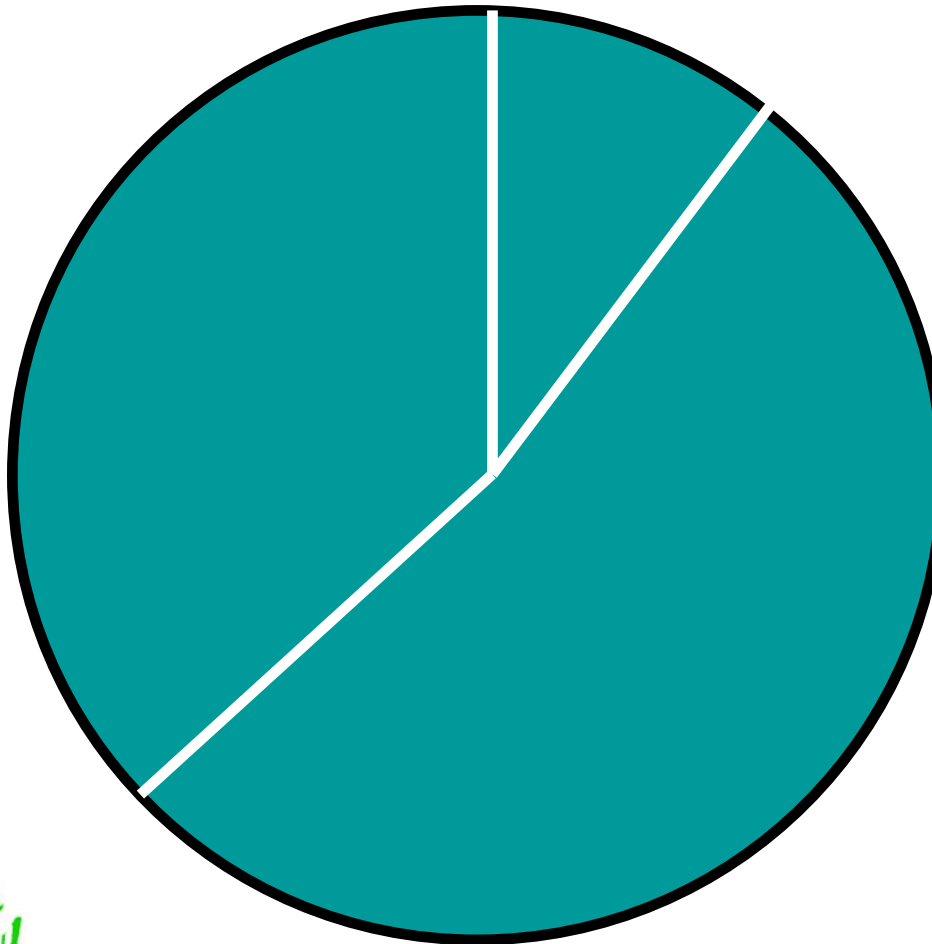
Keys to Successful Communication

- Verbal
 - Words
- Visual
 - Non-verbal gestures, body language
- Vocal
 - Tone, inflection of emphasis

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Tomorrow!*



Keys to Successful Communication



Vocal = 38%

Verbal = 7%

Visual = 55%

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Tomorrow!*

Why Use Visuals?



- **Increase Understanding**
- **Save Time**
- **Enhance Retention**
- **Promote Attentiveness**
- **Control Nervousness**



Visual Aids

- **Should not distract**
- **Used when needed**
- **Easily seen and/or heard**
- **Simple and interesting**
- **Speaker should not talk to the visual**



Types of Visual Aids

- **Flip Charts**
- **Overhead Projectors**
- **White boards**
- **Computer Projection Systems**

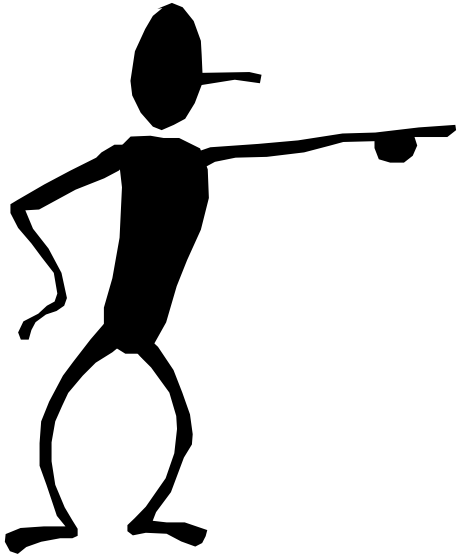
Flip Chart

Use When...

- **Smaller audience**
- **Capture ideas/brainstorming**
- **As a reference**
- **Hide presenter notes**



Flip Chart



To use you MUST

- **Prepare in advance**
- **Be sure stand is available**
- **Write LARGE!**

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Tomorrow!*

Flip Chart

Cautions:

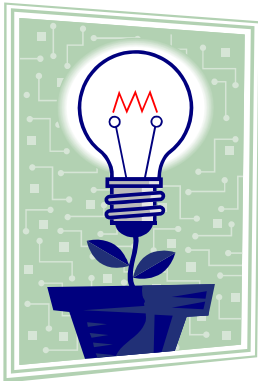


- **Prevent marker bleed through**
- **Stand to one side**

Overhead Projectors

Use When:

- **Large room**
- **Capture ideas**



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Tomorrow!*

Overhead Projectors



To use you MUST:

- **Have table and extension cord**
- **Use transparency markers**
- **Keep frames organized**

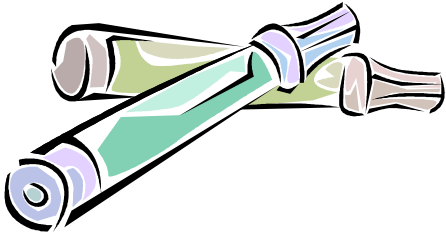
Overhead Projectors

Cautions:



- Don't look into the **LIGHT!**
- Don't block view
- Have extra bulb

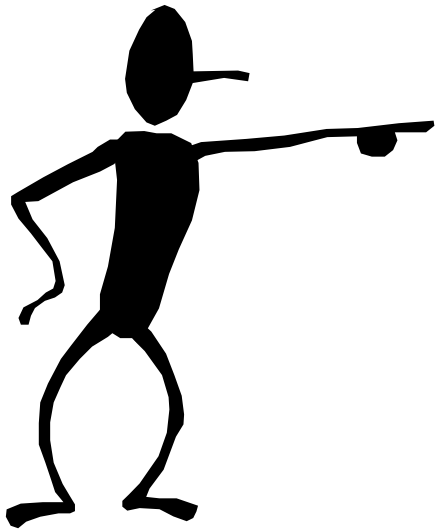
White board



Use When:

- **Smaller audience**
- **Capture ideas/brainstorm**
- **Print list for participants**
- **Write & wipe**

White board



To use you MUST:

- **Write large**
- **Use color**

White board

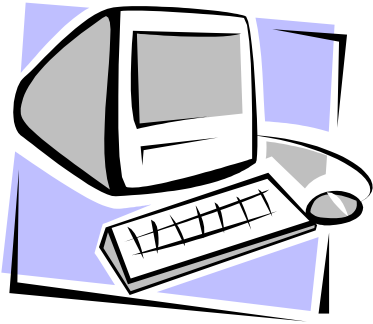
Cautions:



- Only use dry markers
- Stand to side
- Arrive early & test equipment

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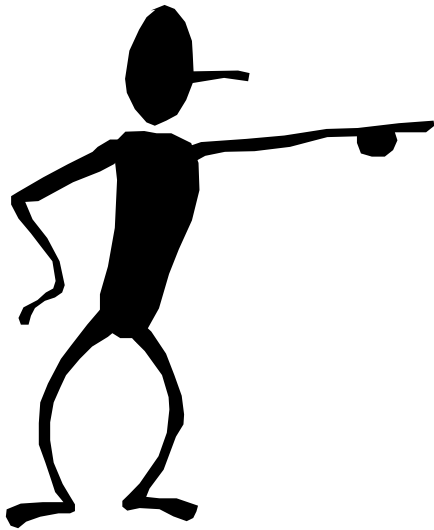
Computer Projection System



Use When:

- **Know the facility**
- **Information is firm**
- **Want to make changes**
- **Make easy handouts**

Computer Projection System



To use you MUST:

- **PRACTICE**
- **Prepare in advance**

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Tomorrow!*

Computer Projection System

Cautions:



- Check compatibility
- Screen???
- Test equipment early
- Have a back-up plan

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Tomorrow!*



4 Concepts

- **Size**
- **Simplicity**
- **Contrast**
- **Consistency**

Size (44 pt)

Titles	36pt	24pt	18pt
Subtitles	24pt	18pt	14pt
Other Text	18pt	14pt	12pt

Size

Flip Chart or White board

Titles	3 inches high
Subtitles	2 inches high
Other text	1 ½ inches high

Let's Try It

- **Write on 4x6 index cards**
- **Put on floor**
- **Stand up and read**

Anything you want to change?



Simplicity

Amount of Information

- **Condense**
- **Subdivide**
- **Use Progressive Disclosure**

Simplicity

As A Rule

- **7 words on a line**
- **6 lines on a slide**
- **If more is needed - subdivide**

How Does This Look?

- More than 7 words on a line begins to look very crowded and...
- If you have more than 6 lines on a slide then it is hard to get the words as big as you want and to see the slide in the back of the room!
- What if I kept rambling on and on and on...
- Is this slide getting any easier to read?

Contrast

Font Types

Simple fonts are best

Arial

Times New Roman

Univers

Contrast

- Use both UPPER & lower case
- **READING IN ALL CAPS IS HARDER Than reading Text Written in both Cases**
- *ITALICS CAN BE WORSE!*

Contrast

Strong contrast helps visibility

Light color text on dark background

OR

Dark text on light background

Contrast



Let's try light text on light background

How hard is it to read?

Contrast

Now let's change the background..

Is this better?



Contrast

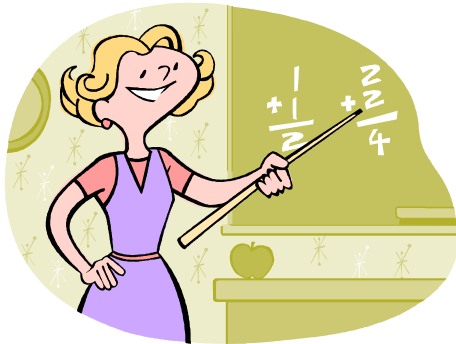
This is a WORST CASE...

But I have seen it in use!



Also – we have more than 3 colors!

Consistency



- **Tell them what you will say**
- **Say it**
- **Tell them what you said**

*Ready for
Tomorrow!*



Consistency

- **Limit your colors to 3**
- **Use color switching as a signal**
- **Pick a format and STICK TO IT!**

Consistency

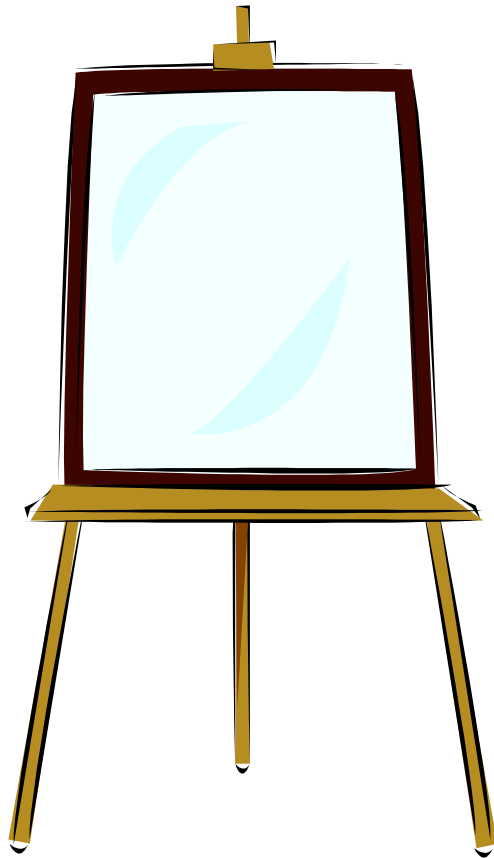
- **Progressive Disclosure**
- **Don't cover the words**
- **Let them appear as YOU want to discuss them**

Consistency

Horizontal VS Vertical

- **Think Screens!**
- **How will your slide fit on a screen?**

Worksheet 4



**What visual
aids will you
use?**

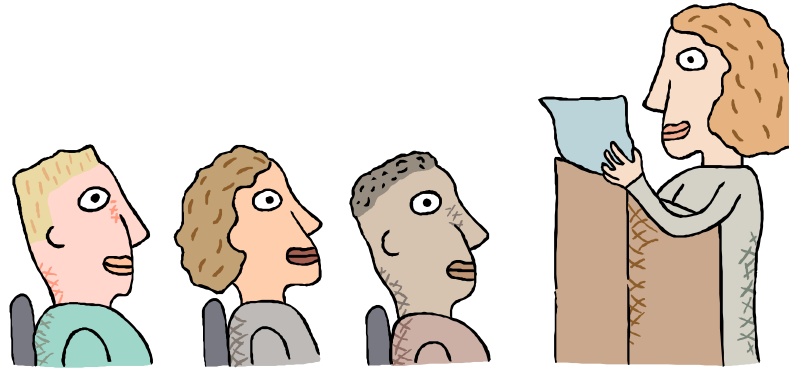
*Ready for
Tomorrow!*



“Problem” Participants

- **Talks too often**
- **Talks too long**
- **Talks to someone else at length**
- **Brings up personal or irrelevant issues**
- **Talks too little**
- **Recycles**
- **Challenges the trainer**

Lecture!



- **“The biggest enemy to learning is the talking teacher.”**

- John Holt, educator and author.

*Ready for
Tomorrow!*

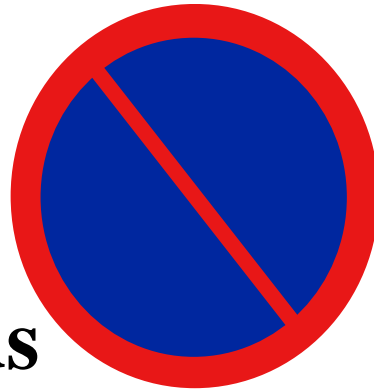
If you must lecture,

- **Know your subject & audience.**
- **Don't read.**
- **Involve audience.**
- **Use mid-talk interventions.**
- **Use effective Q & A.**
- **Question participants**

*Ready for
Tomorrow!*

10 Biggest Mistakes

- Start with “bad” joke
- Speaking too long
- Poor visual aids
- Not rehearsing
- Ignoring audience
- Fake it
- No eye contact
- Try to be a star
- Not practicing aloud
- Not checking room



*Ready for
Tomorrow!*

The “Bad” Golden Rules

- **Be Messy**
- **Conserve Space**
- **Use Full Sentences**
- **Write Small**
- **Use Black & White Only**



The “Bad” Golden Rules

- **Never use Graphics**
- **Talk to the Screen**
- **Read Each Word**
- **Don’t Spell Check**
- **Wing It!**



•
•
•

Practice what you've learned

and be

Ready for
Tomorrow!